

# INDIAN AFFAIRS MANUAL

Part: 1

Indian Affairs Directives System

Chapter: 1

General

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**1.1 Purpose.** This chapter prescribes the policy, describes the procedures, and assigns responsibilities for developing and maintaining an effective and efficient directives system within Indian Affairs.

**1.2 Objectives.** The directives system provides management with a formal means of communication to support consistent application of policies and procedures throughout Indian Affairs and it provides employees with guidance to enable them to better perform their responsibilities.

**1.3 Authority.** The provisions of the Federal Records Act (44 U.S.C. 3101-3102), the Federal Information Resources Management regulations (41 CFR 201), and the Departmental Manual (381 DM 1.7C) require that Indian Affairs provide proper documentation of its organization, functions, policies, decisions, procedures, and essential transactions. In addition, the Public Information section of the Administrative Procedure Act (5 U.S.C. 552) requires that the following information be made available to the public: descriptions of the organization, where and how information and decisions can be secured, what and how functions are performed, what requirements must be met to get benefits or service, and what procedures must be followed.

**1.4 Composition.** The Indian Affairs directives system includes the following components:

**A. Title 25 of the Code of Federal Regulations** documents policies and procedures of Indian Affairs which affect Indian tribes, individual Indians, or the general public. Chapter 2 of this Part provides additional information on the preparation of documents to be included in the Federal Register.

**B. The Basic Manual (IAM)** is structured so that related material is published in subject matter groupings called Parts. Within each Part, specific subject material is published in separate Chapters. The Manual Index, Part 0, Chapter 2, lists the Parts and the Chapters. The Basic Manual contains the policies and general procedures of a continuing nature which are essential to the efficient administration of Indian Affairs. Compliance with the directives contained in the Manual is mandatory for all Indian Affairs employees. Instructions for preparing material to be published in the Basic Manual is provided in Chapter 3 of this Part.

**C. Handbooks** provide more detailed information on procedures than is appropriate for the Basic Manual. Chapter 4 of this Part contains additional information on this subject.

**D. Area Directives** are used to document the organizational structure below the area office level and to describe area-wide procedures of a continuing nature. Additional information on Area Directives is contained in Chapter 5 of this Part.

**E. Memoranda** which are directive in nature are considered to be part of the Indian Affairs directives system. Such memoranda should be limited to operations, or incident-specific, project-related, or one-time matters. The Manual, authorized handbooks, or Area Directives, rather than memoranda should be used to convey instructions that have general and continuing applicability to Indian Affairs activities. To distinguish memoranda which are issued as directives from other memoranda providing general information, issuing offices may wish to use a numbering system for ease of reference.